



THE REVOLUTIONARY GOVERNMENT OF ZANZIBAR

PRESIDENT OFFICE FINANCE AND PLANING

BOOSTING INCLUSIVE GROWTH FOR ZANZIBAR PROJECT (BIG Z)

**TERMS OF REFERENCES FOR AN ENVIRONMENTAL AND SOCIAL
SAFEGUARDS COORDINATOR FOR BOOSTING INCLUSIVE GROWTH FOR
ZANZIBAR (BIG-Z)**

PROCUREMENT PLAN CODE NO : TZ-POFP-274934-CS-INDV

December 2021

1. INTRODUCTION

The Government of the United Republic of Tanzania has applied for financing from the World Bank towards the cost of the Boosting Inclusive Growth for Zanzibar (BIG Z), Integrated Development Project and intends to apply part of the proceeds for eligible payments under the contract for Consultancy Services to Support Implementation of BIG Z for which these Terms of Reference are issued, through President's Office, Finance and Planning (POFP).

The BIG Z is the World Bank (WB) supported integrated development project with the main objective of increasing access to improved living conditions and service delivery in targeted areas in Zanzibar and to enhance institutional capacity of the government. The BIG-Z Project adopts an area-based integrated development approach to deliver systematic solutions, with the activities organized into four main areas namely (a) investments in infrastructure and basic services as well as various support programs to improve the livelihoods of residents in core urban areas, fast-growing urban areas, and towns or villages, (b) focusing on institutional development and capacity building, including municipal finance, information and communication technology, and urban management, as well as enhancing the enabling and regulatory environment for development, (c) financing the direct costs of the project management and operation of the project to ensure smooth implementation of activities, and (d) supporting contingent emergency responses to address situations that may require urgent assistance, considering the increasing climate risks in Zanzibar, particularly the risks of flooding.

The project will be implemented in both Unguja and Pemba and will cover Zanzibar city and selected gateway villages and town councils. It will enhance the capacities of government institutions responsible for urban development and bring benefits to businesses in these areas and the entire population, as well as visitors and investors.

The project implementation considers the involvement of the main stakeholders, including different ministries and agencies as well as the local governments and villages. The four key ministries are President's office, Regional Administration, Local Government and Special Department (PO-RALGSD), Ministry of Infrastructure, Communication and Transport (MoICT), Ministry of Tourism and Heritage (MoTH) and the Ministry of Land and Housing Development (MoLHD) who will oversee overall project progress and ensure that project objectives and timelines are met.

The BIG Z is a follow up project from ZUSP. Following the substantial outputs and positive outcomes of ZUSP, the Revolutionary Government of Zanzibar (RGoZ) requested for successive support from the World Bank to continue and scale up the interventions in Zanzibar with BIG Z project. The project is to be implemented for five (5) years from 2021 to 2026 and designed on four main components as follows:

a) Area-Based Integrated Urban and Infrastructure Development: This component

finances investments in infrastructure and basic services as well as various support programmes to improve the livelihoods of local residents in three types of areas in Zanzibar: (a) urban core, (b) fast-growing urban areas, and (c) towns/villages. The component is composed of three subcomponents, as follows: i) Urban Core Revitalization and Mobility Improvement, including the integrated redevelopment for Michenzani area as well as the mobility and public space improvement for the Stone Town; ii) Upgrading and Management of Fast-Growing Urban Areas, including the improvement of urban infrastructure and services in the three selected neighborhoods of Unguja as well as the investment and technical assistance for improving solid waste management in both Unguja and Pemba; iii) Integrated Local Area Development (LAD) for Towns and Villages, including integrated investments to improve infrastructure and services in the three selected villages of Unguja as well as urban upgrading interventions for the town and district councils in Pemba.

b) Strengthening Institutions for Urban Management and Encouraging Innovation: This component focuses on institutional development and capacity building, including municipal finance, Information and communication technology, urban management, and enhancing the enabling and regulatory environment for development with three subcomponents: 2.1 Institutional Strengthening and Use of Technology in Governance; 2.2 Urban Planning, Management, Municipal Finance, and Regulation; and 2.3 Feasibility studies and detailed design for future urban upgrading and mobility improvement projects.

c) Project Management, Monitoring and Evaluation: This component finances the direct costs of the management and operation of this project to ensure smooth implementation of all project activities in accordance with the Bank's policies and guidelines. It will support the borrower in the areas of project coordination, supervision, financial management (FM), procurement, monitoring and evaluation (M&E), communication, audits, quality assurance and preparation and supervision of implementation of the safeguards instruments, preparation of related surveys, including through the provision of training, operating costs, goods and services for the required purpose.

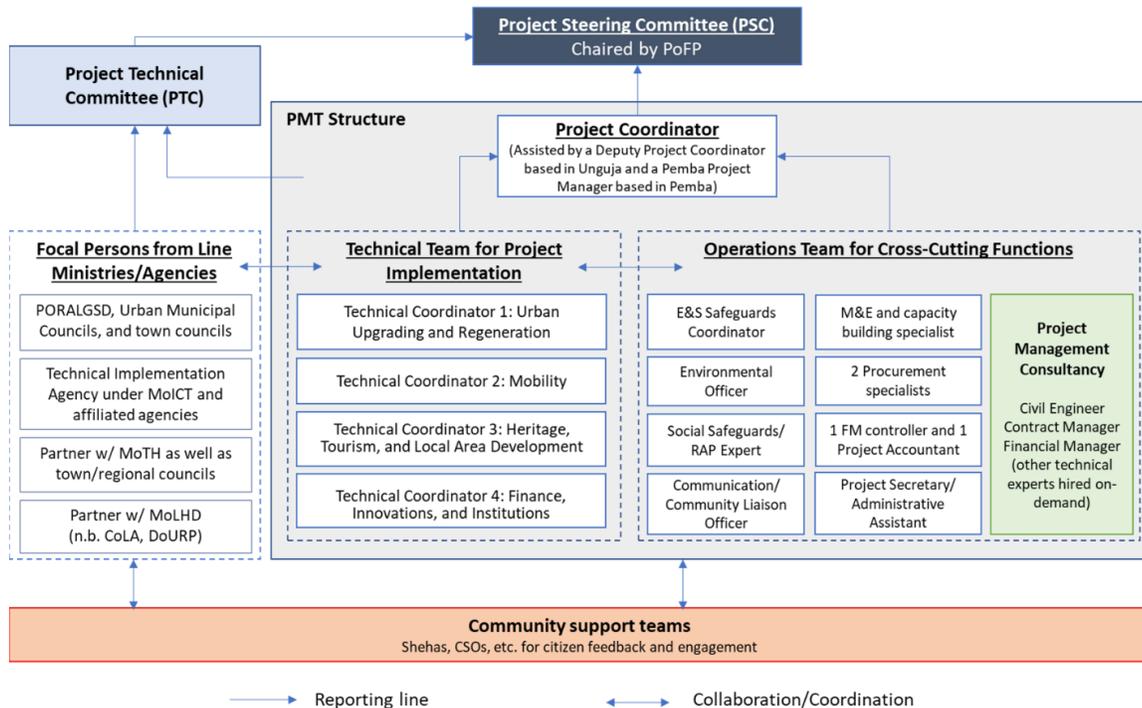
d) Contingent Emergency Response: This Contingent Emergency Response Component (CERC) is included under the project for situations of urgent need of assistance, as project-specific CERC. Given the increasing climate risks in Zanzibar, particularly the risks of flooding, CERC will allow the RGoZ to request the Bank to rapidly reallocate project funds to support response and recovery by funding eligible list of activities in the aftermath of a disaster. This component will have no funding allocation initially and will draw resources from other categories with unallocated expenditure in the case of activation. If an Immediate Response Mechanism (IRM) is established, this component will serve as an IRM CERC to allow the reallocation of uncommitted funds from the project portfolio to the IRM Designated Account (DA) to address emergency response and recovery costs, if approved by the Bank.

2.0 PROJECT IMPLEMENTATION STRUCTURE

To achieve the Big-Z development objectives it is fundamental to consider the cross-sectoral and multi-institutional nature of the project. The Project management structure will be composed of a Project Management Team led by a Project Coordinator with one Assistant Coordinator in Unguja and Project Officer in Pemba and support units in Administration, Procurement, Finance and Environmental and Social Safeguards. PMT has been established under the President Office, Finance and Planning (PoFP) to manage BIG-Z on a day-to-day basis. There is a Steering Committee whose members are the Principal Secretaries from the line Ministries and a Technical Coordination Committee at the Director level to provide effective oversight, and give strategic guidance to the PMT.

BIG-Z places the highest emphasis on ensuring that project planning and implementation is fully sympathetic to the needs of partner communities and their social, environmental and physical situations. To this end, close collaboration with community leaders and groups is central to all project initiatives (including local government officials, *shehas* and other community leaders/representatives, civil society organizations (CSOs), citizen groups, etc.). In BIGZ, the interests, concerns and development challenges of Zanzibar urban communities will continue to set the project development agenda. Facilitating this communication – BIG-Z/RGoZ/communities – and ensuring community inputs feed through to project planning and implementation, is the fundamental task of PMT within BIGZ, particularly the communications and community engagement entity.

Figure 1: Big-Z Organogram



2. OBJECTIVE OF THE CONSULTANCY

The objective of the consultancy is to provide strong technical assistance and coordination to the PMT, in its daily work, for the preparation, implementation, supervision and monitoring of all safeguard's tasks for BIG-Z Project, in accordance with both RGoZ and World Bank Guidelines.

3. SCOPE OF WORK

This TOR is prepared to search for a candidate to be hired as an Environmental and Social Safeguard Specialist working on the Project Management Team (PMT) for Boosting Inclusive Growth for Zanzibar Project. Under this assignment, the Safeguard Consultant will be required to take on the responsibility of an Environmental and Social Safeguards Coordinator in the PMT, in collaboration with other PMT members, to coordinate and support preparation, implementation, supervision, and monitoring of all safeguard's tasks under BIG-Z project. In particular, the Environmental and Social Safeguard coordinator is required to undertake the following tasks:

TASK 1: To support the PMT Coordinator and manage the safeguards team, through:

- a. Providing technical input in the procurement process of Environmental Specialist and Social Specialist in the PMT and reviewing of TORs and evaluating candidates.
- b. Managing and leading BIG-Z safeguards team during project implementation, including allocation of tasks and resources, quality assurance and quality control of the technical inputs, and other needed duties to ensure timely and quality work on safeguards issues.
- c. Closely collaborating with the World Bank Task Team to check the conformity of project performance with Bank safeguards policies and guidelines.

TASK 2: To coordinate environmental safeguards tasks

To prepare, implement, supervise, and monitor the project's environmental and social safeguards instruments, namely, ESMF, ESIA, and ESMPs through:

- a. Providing guidance and ensuring compliance with obligations as laid-down in the environmental and social safeguards instruments and relevant environmental Regulations.
- b. Providing technical input in the procurement process of consultancies for developing the Environmental and Social Management Plans (ESMPs), and Environmental and Social Impact Assessments (ESIAs), including reviewing TORs and evaluating candidate consultancies.
- c. Reviewing all Safeguard reports submitted by consultants and prepare Detailed Annual Implementation Plans (DAIPs) outlining activities, duration, responsible agents, costs, and indicators

- d. Communicating with all implementers to inform on their roles and responsibilities as outlined in the DAIPs
- e. Providing technical advice and coordinate with stakeholders in the implementation of activities outlined in DAIPs
- f. Supervising and monitor the implementation of the DAIPs.
- g. Organizing training programs for implementers as indicated in the ESMP
- h. Organizing training workshops and meetings for implementers of ESMPs and Project Affected Peoples (PAPs)
- i. Adopting effective monitoring system for the implementation of ESMP
- j. Conducting regular meetings with ESMPs stakeholders to discuss the progress
- k. Preparing and conduct awareness raising programs to key stakeholders and project affected persons (PAPs)
- l. Performing other prompt actions on environmental safeguards as identified, advised and recommended by the implementation support missions of the World Bank.

TASK 3: To coordinate social safeguards tasks

To prepare, implement, supervise and monitor project Resettlement Action Plan (RAP/ARAP) and Stakeholder Engagement Plan (SEP) through:

- a. Providing technical input in the procurement process of consultancies for developing ARAP/ RAPS, including reviewing TORs and evaluating candidates.
- b. Reviewing the Resettlement Action Plans (RAPs) and identifying all activities, steps and recommendations proposed to be implemented
- c. Through consultations with relative stakeholders, preparing detailed Annual Implementation Plan of RAPs, indicating activities, duration, responsible agents, costs and indicators.
- d. With consideration of recommendations of the RAPs, adopting the most effective institutional organizational structure required for its implementation.
- e. Reviewing and adjusting proposed RAP budget with inflation
- f. In consultation with PMT, contractors, organizational units and affected communities, preparing and updating Compensation Schedules for PAPs
- g. Organizing training programs for Organizational Units with respect to their duties and responsibilities on social safeguards
- h. With consideration of recommendations of RAPs and in consultation with the key stakeholders including PAPs, making recommendations on the most effective Compensation Procedure
- i. In consultation with key stakeholders and PAPs, preparing simple and effective Grievance Redress Mechanism (GRM) that harmonizes recommendations of the RAP and experience of the similar exercise in other projects in Zanzibar
- j. Organizing awareness raising and training program for PAPs

- k. Organizing training programs for RAP implementing staffs
- l. Formulating and training of GRM committees at Shehia and district levels.
- m. Prepare and maintain data base comprising all PAPs from all subprojects
- n. Coordinating and monitoring all activities related to RAP implementation
- o. Managing community engagement activities with the support of Community Engagement Officer/Communications Specialist within the PMT
- p. Performing other prompt actions on social safeguards as identified, advised and recommended by the implementation support missions of the World Bank.

4. REQUIRED EXPERTISE

The individual consultant for conducting the assignment should have the following qualifications:

- 1) At least Master's degree in environmental management, Environmental Planning, Environmental Engineering, Social Sciences, Sociology, or a related field
- 2) At least 5 years' experience of conducting similar exercise
- 3) Sound technical knowledge of environmental and social safeguards aspects
- 4) Experience working on the preparation, implementation, monitoring, and supervision of safeguards documents, such as ESIA, ESMF, ESMP, as well as RPF and RAP
- 5) Proven skills for communication and working with the community
- 6) Experience on working with World Bank-financed projects and familiarity with World Bank safeguards policies and guidelines is highly valuable
- 7) Excellent in speaking and writing in English language.
- 8) Familiarity and experience with contextual challenges in the geographic location(s) where the project activities will take place.

5. OUTPUT

With this assignment, Safeguard Specialist has to make sure that all safeguards documents are well prepared, adequately implemented and mainstreamed in the BIG-Z activities. During implementation, the consultant will deliver the following:

- i. Detailed Annual Implementation Plans for ESMPs composed of activities, time frame, responsible agent and budget.
- ii. Detailed annual RAP Implementation Plans composed of activities, time frame, responsible agencies and budget.
- iii. Detailed safeguards performance reports (Monthly, Quarterly and Annually) Progress and Monitoring Reports

6. TIME FRAME

Duration for the assignment is 24 months working full time in Zanzibar. The contract may be extended for another 24 months, given satisfactory performance of the consultant.

7. PMT SUPPORT

- a. The client will provide space for day-to-day office work and secretarial services such as printing and photocopying,
- b. Whenever possible and within the competence, the client shall facilitate to access information, data and reports to be used for the execution of the consultancy service.
- c. The Client will assist the Consultant to obtain formal consent from Authorities or persons having the right or power in connection with execution of the assignment.
- d. The PMT will provide logistic support for site visits and follow up within country.

8. REPORTING

The consultant will be engaged to carry out the services described above, and will work closely and report to the Project Coordinator of PMT. The duty station of this consultant will be in Zanzibar, within the PMT office. He/She will be responsible for quality control and compilation of all reports submitted by both Environmental and Social specialists.

9. PAYMENT SCHEDULE

Under this Time Base Contract, payment will be done on monthly remuneration bases for the entire contract duration. The consultant will be entitled with annual leave.